

ASSISTANT HIGHWAY AND TRANSPORTATION COMMISSIONER

DEFINITION

Under general direction, to perform responsible professional civil engineering work in supervising the planning, design, construction and inspection of highways, bridges and related facilities; and to do related work as required.

EXAMPLES OF DUTIES

Assists the Commissioner and Highway Committee in formulating and implementing policy on Federal aid programs, budgeting for trunk highway improvements, and County-wide transportation issues; has responsibility for supervision of an engineering staff engaged in highway design, surveying and right-of-way purchasing; has responsibility for design of highway projects for local governments; supervises and reviews bridge designs prepared by consulting engineers and administers contract highway and bridge construction; prepares equipment specifications for purchases and assists in bid evaluations; has responsibility for highway safety grants; prepares department comments for review of controlled access permits, utility easements and permits, subdivision plots, certified surveys, zoning changes and Board of Adjustment petitions; assists the Commissioner in developing management improvement programs and acts for the Commissioner in his absence.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to a bachelor's degree in civil engineering and four (4) years of professional engineering work in planning, design and supervision of construction and inspection of highways and bridges.

Knowledges and Abilities: Knowledge of the principles and practices of civil engineering with application to road, highway and bridge design, construction and maintenance; ability to supervise the preparation and review the plans and specifications for road, highway and bridge projects; ability to plan and supervise the work of professional, technical and supervisory field employees engaged in maintenance, construction, surveying and inspection of contract work; ability to prepare plans, specifications and reports of projects in progress or upon completion; working knowledge of computer-aided drafting systems, roadway design software, data collection instrumentation, and PC-based applications in word processing, spreadsheet, and database; knowledge of other microprocessor systems and interfaces with PC applications; knowledge of land surveying; ability to maintain effective working relationships with other officials, employees and the public.

Licenses or Other Requirements: Must obtain State of Wisconsin professional engineer and driver's licenses within six (6) months of employment. Prefer State of Wisconsin registered land surveyor licensure.